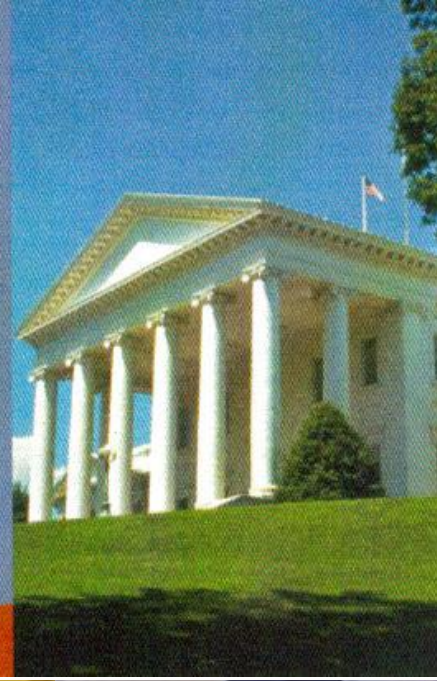


THE DIVISION OF **CAPITOL POLICE** COMMONWEALTH OF VIRGINIA

www.dcp.virginia.gov





**DIVISION OF CAPITOL POLICE
ADMINISTRATION**

CHIEF OF POLICE

COLONEL ANTHONY S. PIKE

ASSISTANT CHIEF OF POLICE

MAJOR MARK J. SYKES

DEPUTY CHIEF OF OPERATIONS

CAPTAIN RAYMOND J. GOODLOE III

DEPUTY CHIEF OF ADMINISTRATION

CAPTAIN RANDALL E. HOWARD

HUMAN RESOURCE MANAGER

MS. STEPHANIE DILLON

EXECUTIVE ASSISTANT TO THE CHIEF

MS. JULIE REDDEN



MESSAGE FROM THE CHIEF

I am pleased to provide you with the 2012 Division of Capitol Police Annual Report. This report is a collaborative effort among the Division staff to highlight our accomplishments in 2012. The Division of Capitol Police pledges to continue our tradition of service and professionalism to our government officials, state employees, citizens, and visitors to our historic community. The Division of Capitol Police is a progressive agency that will always strive to maintain excellence and professionalism in the performance of our public safety mission. I believe our continued accomplishments are deep-rooted in our core values of devotion, character, and professionalism. I am proud the Division has become a V3 certified organization committed to hiring veterans who have sacrificed so much to protect this great nation. The Division of Capitol Police worked with Department of Homeland Security and members of Virginia's Office of Veterans Affairs and Homeland Security to start the process of performing Enhanced Critical Infrastructure Protection Assessments. The assessments will provide invaluable information concerning our current security posture within our facilities. The Division continues to implement initiatives as outlined in the Division strategic plan to improve professionalism and better serve our stakeholders at the seat of government. The Division would like to thank the members of the Legislative Support Commission for their unwavering support and guidance. Finally, I want to personally thank each employee of the Division for their loyalty, dedication, and tireless efforts while serving the citizens of the Commonwealth of Virginia.

COLONEL ANTHONY S. PIKE
CHIEF OF POLICE



VISION STATEMENT

Leading the nation since 1618 in securing, protecting and serving the seat of government and its people.

MISSION STATEMENT

To provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth, and its visitors.

CORE VALUES

*Devotion
Character
Professionalism*

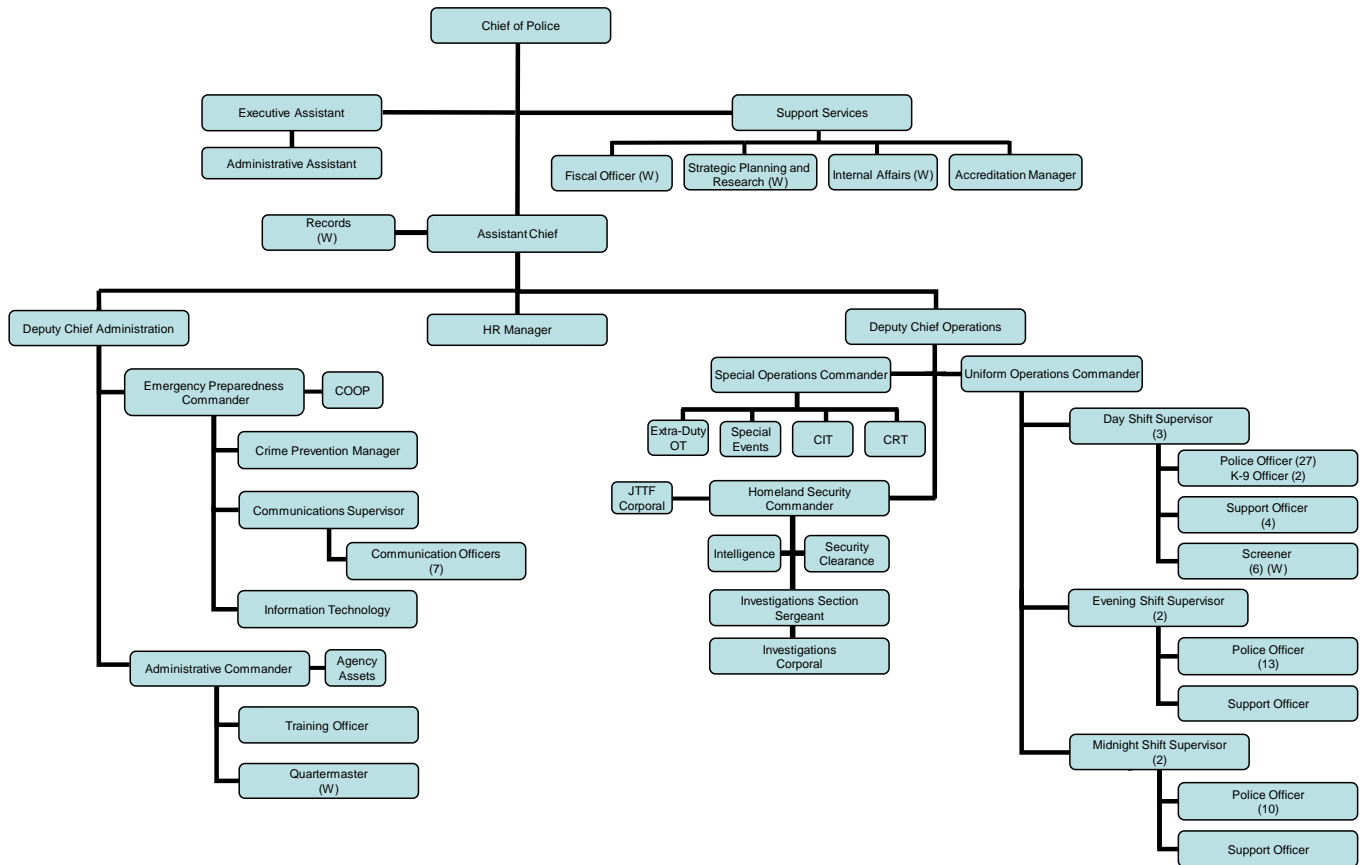
*The Duty to Protect
An Honor to Serve*



ORGANIZATIONAL CHART

Division of Capitol Police

June 1, 2012





ADMINISTRATION DIVISION

The mission of the Administration Division is to ensure that the Operations Division has the operational support, training, tools, and resources needed to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors.

The Administration Division is commanded by a Captain who reports directly to the Assistant Chief of Police, and is comprised of two sections: the Emergency Preparedness section and Administrative section. The Emergency Preparedness section includes Emergency Communications, Emergency Planning/Crime Prevention, the Virginia State Capitol Alert Network and the coordination of the Information Systems and Technology. The Administrative section includes Training, Supply, and Agency Asset Management.

In addition to their established administrative responsibilities, Administrative Division personnel supplement Operations Division personnel during General Assembly sessions and other special events as required.

ADMINISTRATIVE SECTION

Training

The Training Unit coordinates, develops and/or delivers a wide range of training opportunities for sworn and civilian personnel for the Division to obtain the necessary knowledge, skills, and abilities to perform their duties in an acceptable and professional manner. To achieve this, the training unit operates the Division's academy utilizing its state-of-the-art training room, maintains a working liaison between the Division and the staff of the Department of Criminal Justice Services (DCJS), Crater Regional Criminal Justice Academy, VCU Police Academy and other training organizations, both public and private.



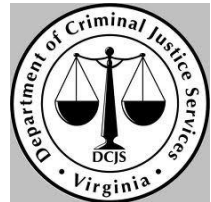
Quartermaster

The duties of the quartermaster include procurement, maintenance, issuance, and inventory of Division uniform items, equipment, and supplies.

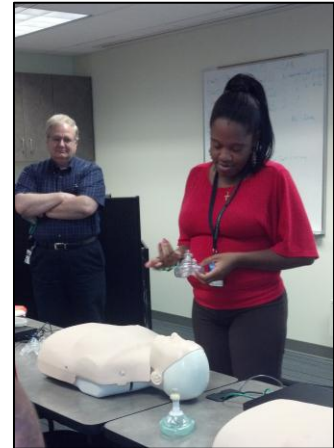


Accomplishments

- Inventoried, cleaned and re-arranged the agency supply/storage rooms and provided numerous surplus items to the Department of General Services (DGS) Surplus Warehouse.
- Coordinated the sizing and ordering of new ballistic vests for agency sworn and security personnel.
- Coordinated the requisition and purchase of the interactive software for the Training Section to enable the instructors to interact with the class via pre-class instruction testing and post-class instruction testing.
- Completed the Department of Criminal Justice Services (DCJS) academy recertification update.
- Continue to provide proofs of compliance from the Administrative Section for accreditation compliance.
- Participated in the Division's Continuity of Operations Plan development.
- Coordinated training with vendor to provide computer classes for DCP personnel.
- Provided basic law enforcement training to five new recruit officers and five new certified police officers, including orientation and training in Division policy, security screening, dignitary protection, and active shooter.
- Completed a police bicycle pre-training assessment program.
- Developed and conducted patrol officer in-service schools covering topics such as investigative procedures; searching and hand-cuffing refresher; legal up-date; fingerprinting; casting; evidence collection and photography; civil rights; Terrorist Screening Center; DHS Tactical Community Policing; fitness and nutrition; crime scene practical exercises.
- All civilian employees attended an initial 8-hour Professional CPR/AED certification class.
- All sworn officers attended a 4-hour Professional CPR/AED re-certification class and a 4-hour policy review class which covered new and revised administrative and operations policies.



- Coordinated the following external training:
 - Supervisory
 - Virginia FBI NAA First Line Supervisors School
 - Professional Executive Leadership School (PELS)
 - Institute for Leadership in Changing Times (ILCT)
 - Freedom of Information Act Council (FOIA)
 - VCU Performance Management Group
 - Experienced Supervisors Institute (ESI)
 - Police Officer
 - Bike School conducted by Virginia Beach Police Academy.
 - Crater Criminal Justice Academy (CCJA)
 - Rappahannock Regional Criminal Justice Academy (RRCJA).
 - Virginia Crime Prevention Association (VCPA).
 - Virginia Center for Policing Innovation (VCPI).
 - Chesterfield County Police Department training academy.
 - Richmond Police Department outdoor range for CRT training.
 - Communications Officer
 - PowerPhone Total Response (CACH system)
- Coordinated and/or conducted the following instructor certification/recertification:
 - Defensive Tactics Instructor recertification
 - Driver Instructor recertification
 - Firearms Instructor recertification
 - Radar Instructor recertification
 - General instructor
 - Certification
 - Recertification
 - Field Training Officer (FTO)
 - Certification
 - VCIN Instructor
 - Recertification
 - Breath Operator
 - Recertification
 - VCIN Operator certification/recertification
 - Level A – 11
 - Level B – 3
 - Level C - 30
 - VCIN Instructor/Level A Recertification - 3
- Coordinated requests from external agencies for Division instructors:
 - Firearms
 - Crater Criminal Justice Academy
 - Driver training
 - Crater Criminal Justice Academy
 - Richmond Sheriff's Department
 - Anti-Terrorism Awareness





- Crater Criminal Justice Academy
 - Central Virginia Training Academy
 - Surrounding Law Enforcement Agencies
- Coordinated and co-sponsored training with external training entities:
 - New Horizons
 - Windows 2010 Excel Level 1
 - DaPro Systems
 - MobileFR Field Reporting System
 - ICOP

Recommendations

- Expand Division bicycle program to include in-house International Police Mountain Bike Association (IPMBA) instructor certification, bicycle maintenance training and annual fitness test.
- Continue to certify all patrol officers as Emergency Medical Technicians and Police Mountain Bike.
- Work to reduce training related injuries by 10 percent.
- Purchase vouchers from vendors to allow continued education/training on computer programs.
- Support, provide, and solicit training through the Division's technological capabilities for our training room to include external agencies.
- Purchase the Milo System to enhance agency training capabilities to further develop and enhance the Division's personnel on reaction time/capabilities during critical incidents.
- Develop a selection process to create a training cadre of a selected group of Division DCJS general and specialty (driver, firearms, defensive tactics) instructors.
- Develop a selection process to create a dignitary protection section/detail for the Division.

EMERGENCY PREPAREDNESS SECTION

Crime Prevention

The Emergency Preparedness Commander and Sergeant are certified Crime Prevention Specialists. Together, they are charged with providing crime prevention services and information to state agencies and employees,





assisting other organizations with developing crime prevention plans and strategies, promoting the reduction of crime within Capitol Police jurisdiction, and conducting critical infra-structure and security assessments.

The section also assists other state agencies with coordinating, developing and implementing policies on operational issues as related to all-hazards preparedness, emergency evacuation and continuity of state government.

Communications

The Communications Section, led by the Section's Communication's Supervisor, provides twenty-four hour coverage in the Division's state-of-the-art Communications Center. The center is the hub of citizen/police contact receiving all incoming complaints and reports of crime. Communications personnel operate radio and computer equipment to dispatch police services within the Division's jurisdiction and are responsible for entering all law enforcement activities into the Computer Aided Dispatch (CAD) system. Communications personnel are responsible for Central Station monitoring of alarm systems for designated state offices and have the capability to monitor over 500 video cameras within and around the Capitol District.



Information Technology

The Division's Emergency Preparedness Commander and IT Coordinator provide first-line technical support to end users and systems to maintain operational capabilities. They perform upgrades, diagnosis, repairs and maintenance on end user systems in hardware and software, and provide end user education and guidance. They also coordinate equipment purchases, repairs and/or service calls with approved vendors, and assist network administrators with managing the network, troubleshooting network hardware/software problems, network security and backup of crucial data. They manage and update the Division's website to include, writing, editing and assisting with creation of an imaginative and engaging web presence. They also provide assistance in developing content for printed communication materials and presentations.



Accomplishments

■ **Emergency Preparedness Commander**

The Emergency Preparedness Commander and members of the Division successfully planned and implemented its first Open House in Darden Garden. The Division enjoyed a great turnout and plans to hold another Open House in 2013.



The Emergency Preparedness Commander served on the following work groups while representing the Division: the Capitol Security Work Group, Evacuation Sub-Committee Work Group, the Homeland Security Working Group, and the State Board of Election's Election Contingency Workgroup.

The Emergency Preparedness Commander and members of this section worked throughout the year on a Capitol Square Rehearsal of Concept (ROC) Exercise. This exercise was scheduled to occur, but Hurricane Sandy caused it to be postponed to the following year.

The Emergency Preparedness Commander worked with DHS and members of the Office of Veterans Affairs and Homeland Security to start the process of performing Enhanced Critical Infrastructure Protection Assessments.

Members of the Emergency Preparedness Section attended multiple conferences and training sessions throughout the year, to include: IALEP's Law Enforcement Planner's Course, DaPro Systems Spring Conference, SMILE Conference, DaPro Fall Users' Group Conference, Virginia Values Veteran's Conference.



■ **Crime Prevention Section**

The Crime Prevention Section responded to multiple crime prevention calls for service. These calls consisted of a combination of crime prevention classes and presentations, facility security assessments, and crime prevention consultations.



The Crime Prevention Section participated in the State Preparedness Day Expo by setting up a table and handing out crime prevention materials.



The Crime Prevention section participated in VDOT's Central Office Safety Day Activities by setting up a table and handing out crime prevention materials.

The Crime Prevention Section provided a Safety and Crime Prevention presentation for the Senate Employee Orientation.

The Crime Prevention Section organized and setup the Capitol Police display at the General Assembly Building during the 2012 Legislation Session.

The Crime Prevention Section organized and participated in Charles City's National Nightout by setting-up displays, vehicles and providing hands-on interaction.



The Crime Prevention Section organized the Division's participation in Tornado Preparedness Day in Virginia. Response materials, alerts through the Virginia State Capitol Alert Network, and guidance were provided to members of the Division and the Capitol District.

The Crime Prevention Section organized the Division's participation in the Great Southeast Shakeout. An event designed to educate and practice responses to earthquakes. Response materials, alerts through the Virginia State Capitol Alert Network, and guidance were provided to members of the Division and the Capitol District.

The Crime Prevention Section performed Security Assessment for the Department of Juvenile Justice.

The Crime Prevention Sergeant helped to review and update the Standing Operating Procedure for the State Corporation Commission.

- **Communications Section**

In July 2012, the Division hired their first Civilian Communications Supervisor.

Two members of the Emergency Preparedness Section received recognition for Employee of the Month during 2012, one from the Communications Center.

All Communications Officers renewed their CPR Professional Certification.

Communications Officers participated in numerous Fred Pryor online training sessions designed to increase, sharpen and hone their verbal, written and cognitive skills.



The Virginia State Capitol Alert Network (VSCAN), purchased under a 2010 State Homeland Security Program Grant, was launched during 2011. This grant enabled the Division to expand the number of members receiving emergency communications within and around the Capitol District. The VSCAN system expanded the number of employees that were in the Statewide Alert Network (SWAN) to date to approximately 2,239 personnel in VSCAN. This number continues to grow as more people become aware of it. The VSCAN Manager held multiple Manager training sessions to provide more agencies within and around the Capitol District to the VSCAN system. In 2012 there were five manager training sessions with a total of 31 participants.

VSCAN System Summary	
Total users	2,011
Total managers	107
Total admins	13
Total groups	248
Alerts sent in last 365 days	11,071
Alerts sent to e-mail accounts in last 365 days	194,323
Alerts sent to pagers in last 365 days	1,903
Alerts sent to Cell phones in last 365 days	92,832
Alerts sent to Voice - Office Phone in last 365 days	102
Alerts sent to Voice - Mobile Phone in last 365 days	8
Alerts sent to Voice - Home Phone in last 365 days	7

- **Technology Achievements**

The Division website (www.dcp.virginia.gov) was maintained and improved throughout the year. Improvements/changes included:

- A news feed was added to the home page;
- A new Division recruitment video was added to the Recruitment page;
- The Virginia Values Veterans logo and webpage link was added to the Recruitment page;
- A Strategic Plan page was added;
- A Freedom of Information (FOIA) page link was added to the home page; and,
- Dated material and broken links were removed.



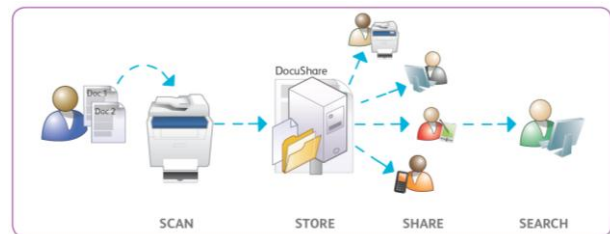
A second LCD projector was added to the Division's training room to facilitate the unified command center for planned and unplanned events.

The Division updated its computer operating systems to 64-bit Windows 7 in the current fiscal year.

New computer hardware was purchased and installed to handle security camera monitoring for Capitol Square and other locations.

New computer hardware was purchased to upgrade Post One and the West Entrance with 64-bit Windows 7 operating systems and enhanced monitors.

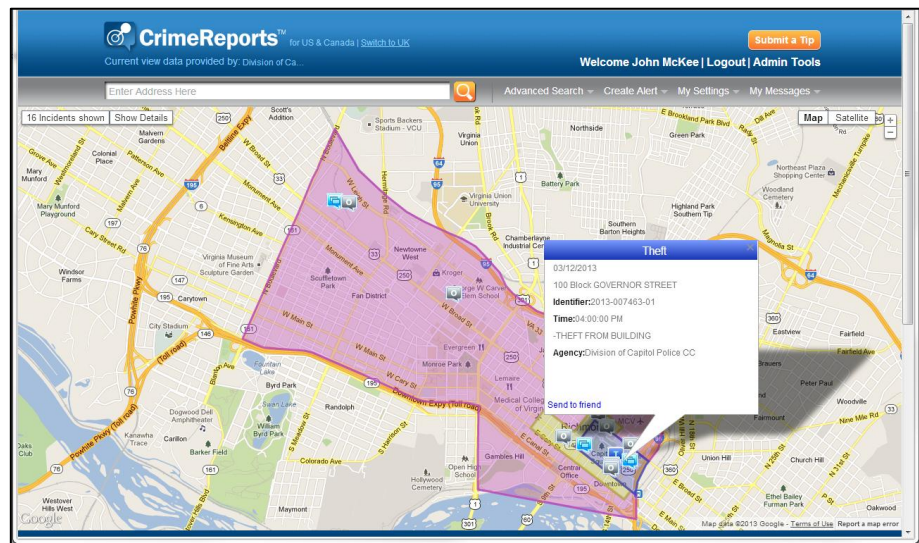
The Division leased a new Xerox color copier with enhanced scanning and document management abilities to facilitate electronic documents and to reduce the number of standalone printers.



A new ID Card system was selected and implemented for the Division, providing full-time, part-time and retired members with a state-of-the art identification card.

The State Board of Elections utilized the training room for training due to the availability of training laptops and its wireless environment.

The Division continues to utilize CrimeReports.com to provide its stakeholders and visitors crime-mapping capabilities. This system provides up-to-date, accurate, and agency controlled information that is ad and spam free. Citizens have free access and can sign up for email alerts based upon defined crime types.





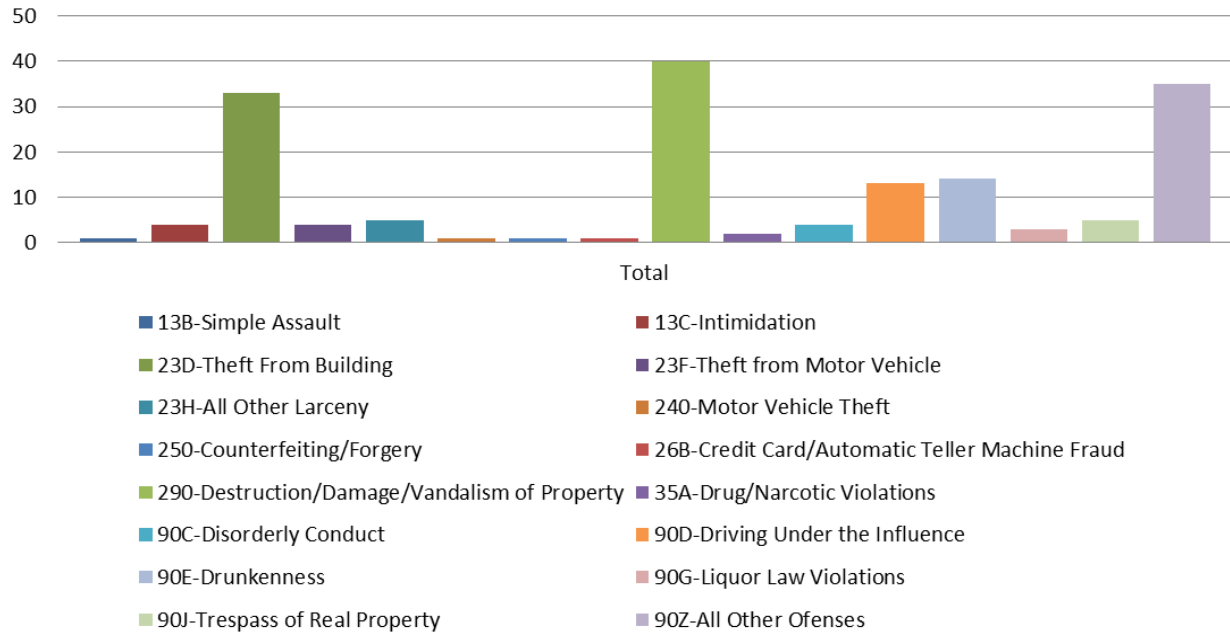
Recommendations

- Continue work on the design and implementation of a Career Development Program for Communications Officers.
- Increase crime prevention meetings with State employees with a goal of reducing thefts by 10 percent.
- Develop quarterly crime prevention tips to be distributed to building floor wardens with a goal of reducing thefts by 10 percent.
- Continue replacement of computers with laptop docking stations to ensure mobile continuity.
- Consider further expansion of the use of computer tablets and similar mobility expansions.
- Purchase mannequins for utilization by the Division for historical presentations and conferences.
- Design and implement built-in display cases within the Capitol Police Headquarters to display and present historical artifacts about the Division.
- Acquire and outfit a Tactical Operations Trailer to enhance the Division's Continuity of Operations Plan.
- Obtain support and funding to add additional notification components to the VSCAN system.
- Complete a Standing Operating Procedures Manual for utilization by the Division Communications Center.
- Begin planning for the adoption of Office 2013 as the office productivity suite and Windows 8 as the client computer operating system.
- Test and plan for the replacement of paper forms by utilizing computer tablets in patrol situations.
- Explore and plan to move to electronic documents wherever possible, consistent with best practices.



OFFENSE SUMMARY

Call Summary



CAPITOL POLICE OFFENSES

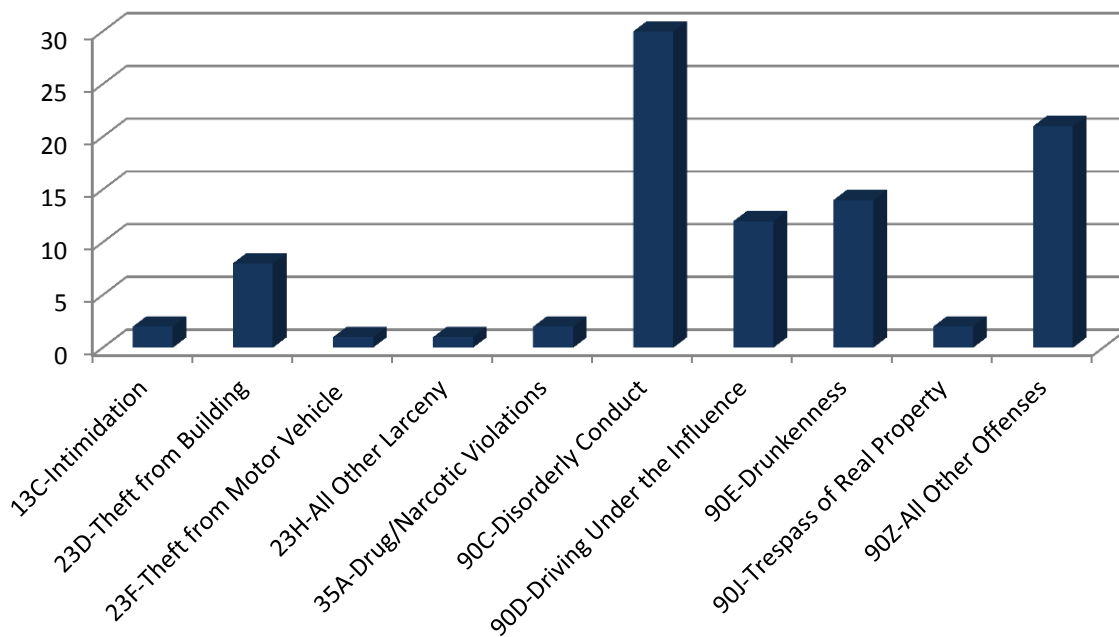
Offense	Total
13B-Simple Assault	1
13C-Intimidation	4
23D-Theft From Building	33
23F-Theft from Motor Vehicle	4
23H-All Other Larceny	5
240-Motor Vehicle Theft	1
250-Counterfeiting/Forgery	1
26B-Credit Card/Automatic Teller Machine Fraud	1
290-Destruction/Damage/Vandalism of Property	40
35A-Drug/Narcotic Violations	2
90C-Disorderly Conduct	4
90D-Driving Under the Influence	13
90E-Drunkenness	14
90G-Liquor Law Violations	3
90J-Trespass of Real Property	5
90Z-All Other Offenses	35
Total Offenses:	170
Total Incidents:	148



ARREST SUMMARY

Charge Type	Number of Arrests
13C-Intimidation	2
23D-Theft from Building	8
23F-Theft from Motor Vehicle	1
23H-All Other Larceny	1
35A-Drug/Narcotic Violations	2
90C-Disorderly Conduct	30
90D-Driving Under the Influence	12
90E-Drunkenness	14
90J-Trespass of Real Property	2
90Z-All Other Offenses	21
Total:	93

Arrest Summary 2012



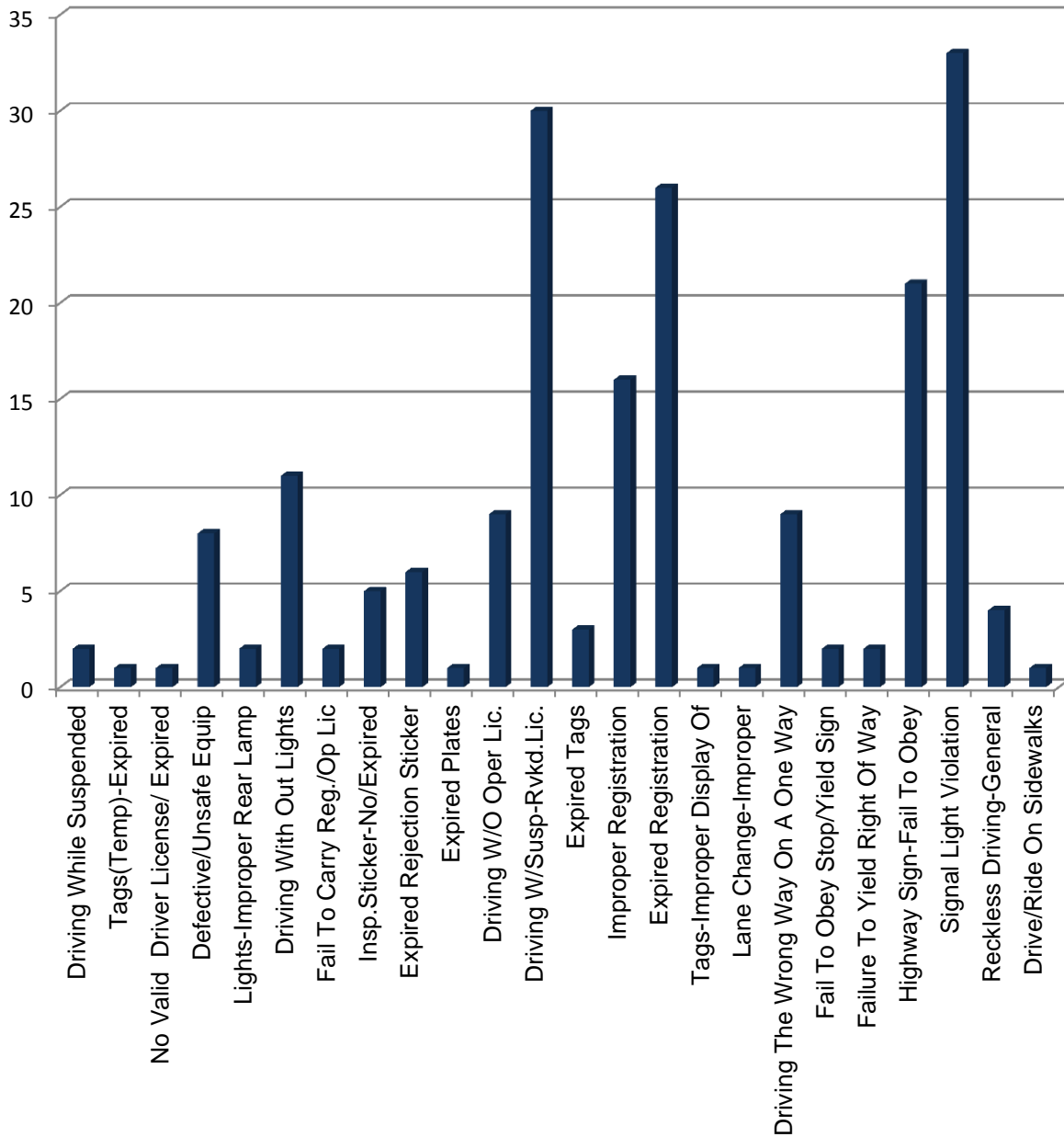


Traffic Summons by Charge (1/1/2012-12/31/2012)

Description	Summons
Driving While Suspended	2
Tags(Temp)-Expired	1
No Valid Driver License/ Expired	1
Defective/Unsafe Equip	8
Lights-Improper Rear Lamp	2
Driving With Out Lights	11
Fail To Carry Reg./Op License	2
Inspection Sticker-No/Expired	5
Expired Rejection Sticker	6
Expired Plates	1
Driving W/O Operator License	9
Driving W/Suspended/Revoked.Operator's License	30
Expired Tags	3
Improper Registration	16
Expired Registration	26
Tags-Improper Display Of	1
Lane Change-Improper	1
Driving The Wrong Way On A One Way	9
Fail To Obey Stop/Yield Sign	2
Failure To Yield Right Of Way	2
Highway Sign-Fail To Obey	21
Signal Light Violation	33
Reckless Driving-General	4
Drive/Ride On Sidewalks	1
TOTAL TRAFFIC SUMMONS:	198



**Traffic Summons by Charge
(1/1/2012-12/31/2012)**





CALL SUMMARY 2012

Citizen Contact	221
Suspicious Person	238
Suspicious Vehicle	58
Unattended Vehicle	21
Disabled Vehicle	68
Traffic Stop	609
Assault	2
Computer Offense	4
Threatening Communications	21
Suspicious Package	23
Silent 911	43
Trespass	3
Stolen Vehicle	1
Larceny	46
Fraud	1
Damaged Property, State	45
Damaged Property, Personal	23
Intelligence	42
Vehicle Accident, State	12
Vehicle Accident, Personal	30
Vehicle Accident, Hit and Run	4
Suspicious Substance	4
K-9 Service DCP	611
K-9 Service (Non-DCP)	53
Harassing Communications	14
Suspicious Incident	46
Disorderly Conduct	25
Courtroom Security Sweep	146
Crime Prevention Service	2



Health / Safety Check	42
Rally / Protest	36
Animal Control	2
Domestic	4
Executive Protection	67
Security Assessment	4
Special Assignment	79
Assist Other Jurisdiction	172
Lost / Found Property	41
Missing Person	4
Driving Under the Influence (DUI)	12
Drunk in Public	11
Urinating in Public	6
Criminal Warrant, Service	19
Alarm, Duress	21
Alarm, Fire	59
Alarm, Intrusion	91
Alarm, Glass	64
Building / Property Checks	24430
1st Service Request	294
Security Management Request	143
Medical	58
Open / Unlock Door	118
Parking Complaint	177
Total Calls	28370



OPERATIONS DIVISION

The mission of the Operations Division is to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors. This is accomplished by providing twenty-four hour full-service law enforcement and



security services to the Governor of Virginia and his family; Lieutenant Governor; Attorney General; members of the Virginia General Assembly; Virginia Supreme Court Justices; Court of Appeals Judges; 7,000 state employees; over 100,000 annual visitors to the Capitol Complex; and numerous special events. These services are delivered through vehicle patrol, bicycle patrol, foot patrol, static posts, traffic law enforcement, traffic crash investigations, criminal investigations, dignitary protection, K-9 patrols, parking enforcement, and crowd control for various events.

The Operations Division is commanded by the Deputy Chief of Operations, a Captain who reports directly to the Assistant Chief of Police. The Operations Division is comprised of three sections: Uniformed Operations, Special Operations and Homeland Security.

UNIFORMED OPERATIONS SECTION

The Uniformed Operations Section is commanded by the Uniformed Operations Commander, a Lieutenant, and is comprised of three shifts: Day Shift (8:00 am to 4:00 pm), Evening Shift (4:00 pm to midnight) and Midnight Shift (midnight to 8:00 am). Each shift is supervised by Sergeants. The shifts include a combination of police officers, security officers, K-9 officers and security screeners.

Accomplishments

- Developed and implemented five (5) special projects.
 - Assisted with the Division's Open House
 - Worked with Richmond Traffic Engineering for signage at 12th and Bank Streets.
 - 2012 General Assembly After-Action Plan
 - Worked special assignments at the intersection of 14th and Bank Streets for pedestrian crossings.
 - Upgraded the Division's Executive Protection Unit.
- Assisted the Special Operations Lieutenant with developing and implementing operations plans for twenty eight (28) major special events.
- Provided law enforcement services through staffing/monitoring of 128 rallies/events on Capitol Square.



- Completed eleven (11) administrative investigations.
- Completed two (2) Division vehicle damage reports.
- Reports/Special Plans/Manuals Completed:
 - 2012 General Assembly Operations Plan
 - Collected required proofs of compliance for accreditation
- Field-trained seven (7) new officers.
- Completed one (1) use of force investigation.
- Completed two (2) pursuit investigations.



Recommendations

- Install cameras in public committee rooms in the General Assembly Building and the Capitol Building.
- Work on a better system for report approval.
- Continue to expand the CRT and CIT Teams.
- Obtain necessary vehicles for patrol operations.
- Purchase computer software to allow automation of time-sheets.
- Obtain a dedicated patrol vehicle for supervisor use.
- Charge a fee for FOIA request responses to cover expenses for man-hours and cost of material.
- Increase selective patrols to reduce thefts by 10 percent.



SPECIAL OPERATIONS SECTION

The Special Operations Commander/Lieutenant is responsible for administrative oversight and coordination of the Critical Incident Team, Crowd Response Team, Honor Guard Team, and Canine Team; development of the Division's Operations Plans for special events and rallies; development, review and revision of Standing Operating Procedures for DCP assigned buildings; and, coordination of the Division's off-duty overtime assignments.

Critical Incident Team (CIT)

The purpose of the Critical Incident Team is to provide the Capitol Complex with a rapid response to any critical incident or event which would require an immediate tactical deployment. The team is comprised of sworn members from various operational areas of the Division, and is commanded by a Lieutenant. The Special Operations Commander is responsible for the administrative coordination of the Critical Incident Team. When not involved in training or deployed for special or critical events, the team members perform their normal duties.



Crowd Response Team (CRT)

The Crowd Response Team is comprised of sworn members from various operational areas of the Division, commanded by a Lieutenant. Each squad is supervised by a Sergeant. The Special Operations Commander is responsible for the administrative coordination of the Crowd Response Team. Members receive specialized training in the Field Force concept for riot and civil disturbance control.

The Crowd Response Team conducts joint training throughout the year with Richmond Police Crowd Management Team (CMT). The training teaches officers how to deal with riots, unlawful protests, and large unruly crowds. The training consists of classroom and practical field exercises. As part of the training, officers must navigate the Richmond Police Department's SWAT Obstacle Course, run a 1½ mile course through the woods with approximately 10 obstacle challenges along the way. The officers work together to ensure each officer successfully completes each obstacle and engages in team building exercises and agency collaboration.

CRT continues to improve their skills on the use of the Pepperball Launcher System. The officers were reintroduced to OC rounds, marker rounds, water-based training rounds, and glass-breakage rounds. The officers were also reintroduced to impact zones, physiological and physical effects of deploying less-lethal munitions, tactical considerations, and decontamination and care of individuals affected by chemicals agents.



The CRT, in conjunction with the Richmond Police CMT, also conducted field training exercises on the various riot formations and executing formation movements against mock riot conditions, including crowd formation exercises with RPD mounted units and the use of live Chemical Agents (gas) for the purpose of providing officers with event simulated training as it would occur in a real riot situation. Officers practiced arrest techniques, shield retention, removal of sit-down protesters, and officer rescue techniques. RPD “cut teams” provided demonstrations on how to properly cut plastic pipe way from protesters’ hands and arms as well as how to cut pipe with protesters hands and arms incased in cement. The overall training provided CRT a solid foundation to work with in the event that they are deployed to disperse an unruly crowd.

Honor Guard



The Division’s Honor Guard was established in October of 1999. The Honor Guard is comprised of volunteer officers whose goal is to present a positive, professional and formal ceremonial image of the Division during special events. These events may include, but are not limited to:



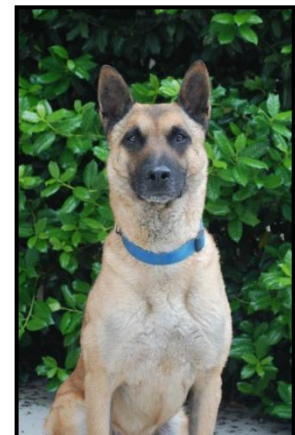
parades, posting or presenting colors at formal ceremonies, and representing the Division at the funerals of dignitaries or public safety professionals killed in the line of duty.

Canine Teams



K-9 Atos is a three year old Brindle German Shepherd from Marburg, Germany. Atos' primary purpose is explosives/firearm detection. Atos has served with the Division of Capitol Police since July, 2011. He is currently certified under the Virginia Police Work Dog Association. Atos serves the Commonwealth by performing the following detection services: Counter-Terrorism prevention, Bomb Threat Response, pro-active security sweeps, evidence searches, demonstrations, and assisting law enforcement agencies in the Metro-Richmond area. During 2012, Atos completed 269 K-9 utilizations which included 16 outside agency utilizations. Special assignments have included protective detail sweeps for former President Bill Clinton, Governor Bob McDonnell, Attorney General Ken Cuccinelli, and members of the Virginia House of Delegates and Senate. Atos has also conducted demonstrations for Senate Pages and security sweeps for various central Virginia schools.

K-9 Cheno is a ten-year old Belgian Shepherd (Malinois). He is currently certified by the Virginia Police Work Dog Association. Cheno's activities for 2012 include a total of 501 utilizations. Cheno conducted 358 pro-active sweeps, 103 state agency requests for K-9 services, and 40 requests from neighboring police agencies. Included in the above totals were five bomb threats, three canine demonstrations, 17 school searches for weapons, and four Presidential sweeps. Significant events for 2012 included canine sweeps at the Old Capitol in Williamsburg, VA for the Virginia General Assembly Session, sweeps at the Governor's Mansion and grounds for the Mansion's 200th Anniversary, sweeps for the NASCAR event at Richmond International Raceway, Presidential sweeps, Richmond City sweeps, sweeps for the Richmond Marathon, and sweeps for the U.S. Marine Corps Ball. In 2013 K-9 Cheno will be retiring from service and will reside at his handler's residence.



Accomplishments

- Developed and implemented six (6) special projects.
- Honor Guard Team participated in three (3) Honor Guard events.
- Projects Completed:



- Developed an Annual Report
 - CRT Equipment Inventory
 - Comprehensive Study of new rifles
 - Budget Request
- Developed and implemented operations plans for twenty-eight (28) major special events.
- Provided law enforcement services through staffing/monitoring of one hundred and twenty-eight (128) rallies/events on Capitol Square and four (4) events at the Lee Monument.
- Reports/Special Plans/Manuals Completed:
 - 2013 General Assembly Operations Plan
 - March 3, 2012 Unlawful Assembly/Protest After-Action Report
 - Collected required proofs of compliance for accreditation

Recommendations

- Upon the renovation of the Supreme Court of Virginia, include renovation of DCP firing range
- Purchase new rifles for Critical Incident Team
- Assigned storage space to Crowd Response Team and Honor Guard to house their equipment
- Establish a non-lethal weapons team within the Crowd Response Team

HOMELAND SECURITY SECTION

The Homeland Security Section is commanded by the Homeland Security Commander (Lieutenant), and includes the investigations and security clearance sections. The Homeland Security Commander is also responsible for intelligence collection, dissemination, and coordination, as well as supervision of the Division employee assigned to the Joint Terrorism Task Force (JTTF).

Investigations

The Investigations Section conducts criminal investigations and/or coordinates criminal investigations with the patrol units assigned to each shift and provides intelligence to the agency regarding threats, protests, suspicious individuals, and suspicious incidents. The Investigations Section works collaboratively with Federal, State, and local law enforcement agencies, and with security companies in and around the Capitol District.



Criminal Cases Closed by Arrest:

(F = Felony, M = Misdemeanor)

▪ 2011- 012121	Supreme Court	Theft of Public Records 4(F)
▪ 2011-020691	Tyler Building	Threatening Communication 1(F)
▪ 2012- 007310	Main St. Center	Grand Larceny 1(F)
▪ 2012-014052	Virginia Science Museum	Larceny 1(F)/1(M)
▪ 2012-014113	Virginia Science Museum	Larceny 1(F)/1(M)
▪ 2012-004900	General Assembly Bldg.	Grand Larceny 1(F) (iPad Recovered)
▪ 2012-005385	General Assembly Bldg. recovered)	Grand Larceny 2(F)/1(M) (3 iPads
▪ 2012-026570	VEC	Threatening Communication 1(F)
▪ 2012-022007	Patrick Henry Bldg.	Grand Larceny 1(F) (iPhone Recovered)
▪ 2012-008306	General Assembly Bldg.	Personal Trespass by Computer 2(F)
▪ 2012-020870	Patrick Henry Bldg.	Grand Larceny 1(F)

Investigation Case Disposition:

- 11 Cases Closed by Arrest
- 9 Cases investigated and labeled Inactive
- 17 Cases investigated and labeled Unfounded
- 11 Cases investigated and Closed By Exception
- 1 Case Active from 1991 / 1 Case Active from 2011
- 14 Felony Warrants/ 4 Misdemeanor Warrants obtained in 2012

Search Warrants & Subpoenas

The Investigations Section obtained and served approximately 19 grand Jury Subpoenas, 20 Search Warrants, and 1 Subpoena Duces Tecum.

Evidence/Found Property

- Maintained evidence, found property and property for safe keeping.
- A check for \$5.00 maintained in Found Property was delivered to the Division of Unclaimed Property at the Virginia Department of Treasury. No Tangible Property was turned over.
- Annual evidence and property room audit was conducted. All items held by the agency were properly stored and inventoried.

Special Assignments

- Utilized for plain clothes assignments



- The Investigations Sergeant created lesson plans and instructed all patrol officers during the 2012 In-Service classes. The classes were 3 days and included: Introduction to Basic Crime Scene Investigations, and Introduction to Crime Scene Photography. A classroom portion and scenario-based training with a mock crime scenes were part of the instruction.
- The Investigations Section was part of the agency's open house in September and a display was created explaining the responsibility of the section including cases investigated and equipment used to work a crime scene. Visitors were taught how the section develops latent prints and collects imprint evidence.

Threatening Communications/Suspicious Individuals/Suspicious Incidents

- The Investigations Section handled numerous investigations involving threatening communications, suspicious individuals, and suspicious incidents. During the course of the investigations, when necessary, the Virginia Fusion Center, Virginia State Police, Federal Bureau of Investigations, United States Secret Service, and other state and local agencies were contacted to obtain or disseminate information.

Fingerprinting

- Numerous fingerprints for employees of DGS, Consolidated Lab, Department of Agriculture and other state agencies were processed. The fingerprinting process assists employees in obtaining security clearances for employment.

Crime Stoppers

- The Investigations Section participated in Crime Stoppers of Metro Richmond to disseminate information to assist in the investigation of criminal activity and coordinated with the Planning and Research Section for publication of information on the DCP web page.

Accreditation

- The Investigations Section assisted the Accreditation Section in the gathering of proofs of compliance for evidence and property, policies, and records.

Records

- The Investigations Section assisted the records manager with the collection and tracking of reports.



Background Investigations

- The Investigations Section conducted several background investigations for Division of Capitol Police applicants.

Recommendations:

- Send at least one Special Agent to the Virginia Forensics Academy.
- Receive more training in the area of Cyber Crimes and Criminal Profiling.
- Work with Crime Prevention section to develop educational awareness material on Cyber Crime prevention.
- Investigators work a flex schedule in order to allow them to more adequately adapt to the demands of their assignment.
- Develop operations plan to assist patrol units in reducing thefts by 10 percent.

Security Clearances

The Security Clearance Analyst reviews applications for security clearance approval to ensure compliance with established criteria, federal and state law, and serves as the Division's liaison with the Virginia Department of General Services (DGS) for the issuance of credentials for approved applicants. The Security Clearance Analyst also prepares all security clearance denial appeals for review by the Chief of Police. During 2012, 4,605 security clearances were processed; 4069 were approved; 398 were denied; 123 were incomplete; 22 were appealed; and 15 applicants were wanted.

OFFICE OF THE CHIEF OF POLICE

Financial Services

The Financial Services Section is staffed by one wage employee. The goals and objectives of this position are to create an annual operating plan by allocating appropriations to the expenditure object codes in CARS based on analysis of both historical and future spending requirements as well as discussion and input received from members of the DCP executive staff. Once the operating plan is approved the position must review, in a timely manner, the agency's financial transactions posted in the Commonwealth Accounting and Reporting System (CARS) and ensure that the amounts are accurate, posted to the proper object codes and have adequate properly approved documentation in support of the transaction. To promote adequate internal control, all transactions for the procurement of services, goods and equipment in excess of a stipulated amount must be approved by the Fiscal Manager prior to the expenditure of funds. Missing



documentation is obtained as well as further descriptive information, if needed. Reports are obtained from the Department of Account's (DOA) system known as "Reportline". The detail reports in this group are reconciled to the summary reports to ensure accuracy. The details of each transaction are then posted to the agency's internal system. The monthly and YTD transactions per the internal system are then reconciled back to CARS to ensure both are in agreement. The internal system is developed using Excel spreadsheets that consist of detailed object code ledger sheets that automatically calculate year-to-date expenditures as well as fund balance for each object code. This information is automatically carried forward to a report showing the data in summary format. The position also maintains files containing the necessary documentation in support of these transactions as part of the financial requirements for accreditation. The position performs periodic expenditure projections to ensure adequate funding exists to meet agency needs and that over-expenditure for the agency will not occur. If unexpended balances (surplus) exist, the position meets with executive management to determine how these funds may be used to provide needed services, goods and equipment for ongoing operations as well as ease the financial burden in subsequent years through the prepayment of ongoing expenses such as leases, maintenance, training, etc. The preparation of transactions using DPB's Performance Budgeting (PB) system is also a responsibility of this position. This includes the entry for the initial operating plan as well as adjustments for central account distributions, receipt of grant funds, etc. The reconciliation of all initial appropriations and allotments as well as subsequent changes for use in funding agency expenses is performed by this position. Additionally, this position evaluates and recommends the need for written policies and procedures, and either creates or revises existing procedures, as appropriate, to provide accountability for all financial activity and to support an adequate internal control environment. This task also includes the analysis of the procurement and invoice process in order to ensure that timely, accurate and efficient procedures are in place to allow for sound decision making. Lastly, this position also performs any and all special finance/accounting related projects as required (e.g. budget reduction scenarios, preparation of decision packages, etc.).

Records Management

The Records Management Section is staffed by a wage employee. The goals and objectives of this position are to: coordinate and respond to Freedom of Information Act requests; manage criminal, non-criminal and juvenile records; and manage the Division's compliance with the Library of Virginia's Records Retention policies.

Accomplishments

▪ Freedom of Information Act (FOIA) Records

In 2009, records for this project were automated and organized by calendar year. This process continues. Automated files include: 1) a master spreadsheet, 2) individual responses to FOIA requests, and 3) the DCP Request Form DCP-087, which provides a comprehensive history of each request – date request was received, method of receipt, received by whom,



contact information, etc., as well as the response. For calendar year 2012, the Division received 32 FOIA requests. Of the 32 requests, 27 were for non-criminal records; and five (5) were for criminal records.

The retention period for FOIA records is three (3) years, after which time they can be destroyed. This schedule retention and disposition is consistent with the Archives Division of The Library of Virginia (LVA). For records that are over three (3) years old, a Certificate of Destruction form (RM-3) is completed and forwarded to the LVA. Copies of RM-3s are retained by the Division's Records Officer.

- Records: Criminal (Group A), Non-Criminal (Groups B), and Juvenile

Spreadsheets for the 2008-2012 Group A (75-year retention) and Group B (10-year retention) records were prepared and automated with access restricted to Division supervisors. These spreadsheets are updated weekly. Each spreadsheet reflects the Call for Service (CFS) number, date of incident, date report was taken, event description, officer, victim, complainant, and the case status, e.g., Inactive, Closed by Arrest, Unfounded, or Information. Additionally, the Division has implemented a master reports spreadsheet that includes reports received and under review for each shift. This spreadsheet is updated accessed by Division supervisors as well as the Records Officer.

The incident reports for the 2008-2012 Group A and Group B records are filed by month and are maintained by the Records Officer. The juvenile reports are destroyed pursuant to the *Code of Virginia*, which is five (5) years after the individual reaches majority. Because Group B (non-criminal) records have a shelf life of 10 years from the month of the offense, the records for 2012 are being destroyed by month, e.g., January records destroyed in February, February records destroyed in March, etc.

- Records

The Division's records are retained at headquarters -- the Bank Street location. The records room houses records that are primarily inactive or closed. The Records Officer is in the process of purging reports beginning in 1986 through the present. This process involves organizing the records that are retained for 75 years (Groups A's) and the records retained for 10 years (Groups B's). To date, reports for 1986-1992 have been purged.

The Records Officer is assisting staff to ensure the necessary forms are completed and destruction of records is performed pursuant to guidelines established by the Library of Virginia (LVA). Additionally, the Division staff continues to organize records in acid-free boxes that are no longer useful, identifying the series name and retention period on the box, and transferring these records to the records room for retention for storage until they can be destroyed.



- Records Retention Schedule

The LVA is developing a retention schedule for the state law enforcement agencies. At such time that that schedule has been approved and provided to the respective agencies, the Division will use that schedule as a guideline for its law enforcement records retention schedule.

The records retention schedule identifies the shelf life of an agency's records. Specific records can be retained permanently, transferred to the LVA, or disposed. For example, FOIA records have a shelf life of three (3) years, after which time they can be destroyed, while Management Reports: Historical Significance are retained permanently by the agency.

Recommendations

- Transition files to digital imaging
- Develop an improved process for the flow of police reports

Human Resource Management

Human Resource Management is comprised of one full-time employee who reports directly to the Assistant Chief. The Human Resources Manager is responsible for the following programs: recruitment and selection of employees; performance management; employee relations; workforce personnel data management; compensation, rewards, and benefits management; and training and development of employees.



Accomplishments

- Recruitment
 - Police Officer – received 395 applications
 - Mailed 150 online employment questionnaires (PHQ) to police officer applicants
 - Tested 34 police officer applicants
 - Sent 14 applicants to background
 - Hired 2 candidates – Fall Basic Academy
 - Hired 6 candidates – already certified
 - Hired Communications Supervisor
 - Hired Assistant Chief of Police (Major)
 - Communications Officer – received 167 applications
 - Mailed 34 online employment questionnaires (PHQ) to communications officer applicants



- Employee Recognition and Awards
 - Coordinated Service Awards for years of State service (5-30 years)
 - Developed certificates for “Officer of the Month”
 - Developed certificates for “Officer of the Year”
 - “Officer of the Year” announced and plaque awarded
 - Years of Service Plaque awarded to new Retirees
 - Developed certificate for “Medal of Honor”
 - Coordinated Annual Employee Awards & Recognition Dinner (State Capitol)
- Career Development Program
 - Compliance review conducted for current Police Officer II participants
 - Remaining 6 Police Officer II participants are adhering to program requirements
 - Three new Police Officer II participants added to program
- Administrative Investigations
 - Set-up and maintenance of administrative folders.
- Recruitment video added to Divisions website

Recommendations

- Order new recruitment banner stands

Internal Affairs

The Internal Affairs Section consists of one wage employee who is responsible for investigating the most serious of employee misconduct allegations, or other investigations as assigned by the Chief of Police. Less serious allegations of employee misconduct are investigated by the employee’s immediate supervisor. All allegations of employee misconduct are investigated. Seventeen cases were initiated and cleared during 2012. Thirteen complaints were initiated externally, while 4 originated internally. Of those 17 cases, 2 were closed by resignation, 5 were unfounded, and 10 resulted in Sustained, Not Sustained, and/or Justified allegations (12 sustained, 2 not sustained, 1 justified).

Accreditation

Accreditation is the process whereby agencies evaluate policy and procedures against established criteria, and have compliance with that criterion, and have compliance with that criterion verified by an independent and authoritative body. The criteria or standards are policy development guidelines that represent a level of quality service.





Virginia Law Enforcement Professional Standards Commission (VLEPSC) is comprised of The Virginia Sheriff's Association, the Virginia Association of Chiefs of Police and the Virginia Department of Criminal Justice Service (DCJS). Executive board members consisting of active Sheriffs and Chiefs of Police establish professional standards and administer the accreditation process by which Virginia agencies can be systematically measured, evaluated, and updated.

The Division of Capitol Police underwent its original on-site assessment on January 3-6, 2010, complying with all 187 standards in the Virginia Law Enforcement Professional Standards Commission (VLEPSC) Program manual. The agency is currently in term three working toward re-accreditation status.

Accomplishments

- The Division's Accreditation Manager was selected to serve as an advisor to J. Sergeant Reynolds Community College.
- Served as a training committee member for the Virginia Law Enforcement Accreditation Coalition (VALEAC).
- A presenter at the (VALEAC) conference in October.
- Received a certificate as an assessor from the Virginia Law Enforcement Professional Standards Commission (VLEPSC).
- Ensures the Division meets all 187 accreditation standards, with a total of 713 points of compliance as required by VLEPSC.
- The Accreditation Manager conducted several mock assessments, Albemarle County Police Department, Goochland County Sheriff's Office and Farmville Police Department.
- Participated in one on-site assessment for Charlottesville Police Department.
- The Accreditation Manager participated in the first Division Open House, conducting the EZ Child ID System.



Recommendations

- Implement an accreditation item position
- Develop policy testing for employees using Quizdom



Strategic Planning

Background

During the Spring and Summer of 2010 the Division of Capitol Police underwent a strategic planning process with the assistance of a private consultant. The Direction Setting Team, which is comprised by the Chief, Assistant Chief, Administrative Captain, Operations Captain, the Human Resource Manager and the Plan Coordinator, developed five strategic goals defined by a total of 33 strategic initiatives. Goal Champions, whose task it is to promote, organize and incorporate the initiatives into Division policies and procedures, were identified by the Chief of Police and given the responsibility for implementation of the initiatives. The Goal Champions and the Plan Coordinator comprise the Implementation Team (IT.) One goal champion has been promoted and replaced during the last year.

The five goals identified by the Direction Setting Team include:

1. To be a Well Managed Organization (5 initiatives)
2. To Employ an Exceptional and Diverse Workforce (11 initiatives)
3. To Provide Safety and Security of Facilities and Protection of People (6 initiatives)
4. To Be Ambassadors for the Commonwealth (6 initiatives)
5. To Provide and Environment of Preparedness (5 initiatives)

DCP Strategic Planning Roadmap – Goal Champions				
Lt. McKee	Ms. Dillon	Sgt. Dowdy	S.O. Sparks	Lt. Hickey
Well Managed Organization 1.0	Exceptional and Diverse Workforce 2.0	Safety and Security Of Facilities and Protection of People 3.0	Ambassadors of the Commonwealth 4.0	Environment of Preparedness 5.0
1.1 Improve three (3) administrative processes annually • Communications • Training • Scheduling 1.2 Solicit and act on employee suggestions 1.3 Inventory and evaluate programs for results and respond appropriately 1.4 Formalize a structure for implementing and monitoring DCP's strategic plan 1.5. Continually evaluate compliance with mandated audits and inventories	2.1 Develop a skills bank 2.2 Establish a mentorship program 2.3 Annually summarize exit interview information 2.4 Create a leadership development program to include technical and behavioral competencies 2.5 Align discretionary development opportunities with organizational need 2.6 Share knowledge obtained from external training 2.7 Evaluate training effectiveness 2.8 Acknowledge participation in DCP's strategic planning process 2.9 Develop a recruitment plan to increase diversity 2.10 Increase total compensation package 2.11 Reduce accrued leave liability by 5%	3.1 Develop alternative staffing programs to include a Police Auxiliary Program 3.2 Employ new technology in DCP's crime analysis data process 3.3 Develop policies and procedures that ensure screening competency and consistency 3.4 Improve the existing process by establishing clear protocols for reporting and resolving security concerns 3.5 Develop a "floor watch" program for each facility 3.6 Expand the EMT program	4.1. Formalize a process to encourage Division related civic / public / and community involvement 4.2 Collect and analyze complaint and commendation data to identify and respond to trends 4.3 Increase the visibility of DCP 4.4 Integrate values and behaviors into training and performance management tools (EWP) 4.5 Expand interpersonal skill development training 4.6 Provide employees with historical resources to enhance visitor interaction	5.1 Identify issues that compromise our mission and initiate programs to mitigate 5.2 Identify specialized equipment: develop replacement schedules; upgrades as necessitated and provide proper training 5.3 Capitalize on the employee skills bank 5.4. Establish written protocols and guidelines for dissemination of sensitive and/or confidential information 5.5. Increase and diversify emergency preparedness training Red – Completed Blue – In Progress



Current Status

As of this date seven (7) initiatives have been addressed and completed. The Champions are currently working on three (12) additional initiatives. One initiative (4.2) was moved and became 5.6 since it was determined that the Goal Champion for Environment of Preparedness was better suited to accomplish that initiative.

The Strategic Plan and Roadmap were included on the DCP webpage and will be updated as needed.

A review of the Strategic Plan and process was presented to all new DCP officers.

Completed Initiatives (Those initiatives that have been addressed and incorporated into the policies and/or procedures of the agency. Most initiatives call for ongoing maintenance and re-evaluation.)

- 1.1 Improve three administrative processes annually (ongoing)
- 1.2 Solicit and act on employee suggestions (ongoing)
- 1.4 Formalize a structure for implementing and monitoring DCP's strategic plan (complete)
- 2.1 Develop a skills bank (complete)
- 2.11 Reduce accrued leave liability by 5% (complete)
- 3.4 Improve the existing process by establishing clear protocols for reporting and resolving security concerns (ongoing)
- 4.6 Provide employees with historical resources to enhance citizen interaction (complete)

In Development Initiatives (Those initiatives currently being addressed by the Goal Champions, often with the assistance of other members of the agency.)

- 1.3 Inventory and evaluate programs for results and respond appropriately
- 1.5. Continually evaluate compliance with mandated audits and inventories
- 2.3 Annually summarize exit interview information
- 2.6 Share knowledge obtained from external training
- 2.8 Acknowledge participation in DCP's strategic planning process
- 2.9 Develop a recruitment plan to increase diversity
- 3.1 Develop alternative staffing programs to include a Police Auxiliary Program
- 3.3 Develop policies and procedures that ensure screening competency and consistency
- 4.1. Formalize a process to encourage Division related civic / public / and community involvement
- 4.3 Increase the visibility of DCP
- 5.2 Identify specialized equipment: develop replacement schedules; upgrades as necessitated and provide proper training
- 5.3 Capitalize on the employee skills bank



Next Steps

The Implementation Team meets monthly to discuss progress on initiatives and the Direction Setting Team meets as needed to review the progress of the Strategic Plan, but usually at least quarterly. Formal progress reports were made to the DST on Initiatives 1.5 and 4.3. The minutes for each meeting were kept and distributed promptly.



Other Division Activities

Tip-a-Cop at Red Robin

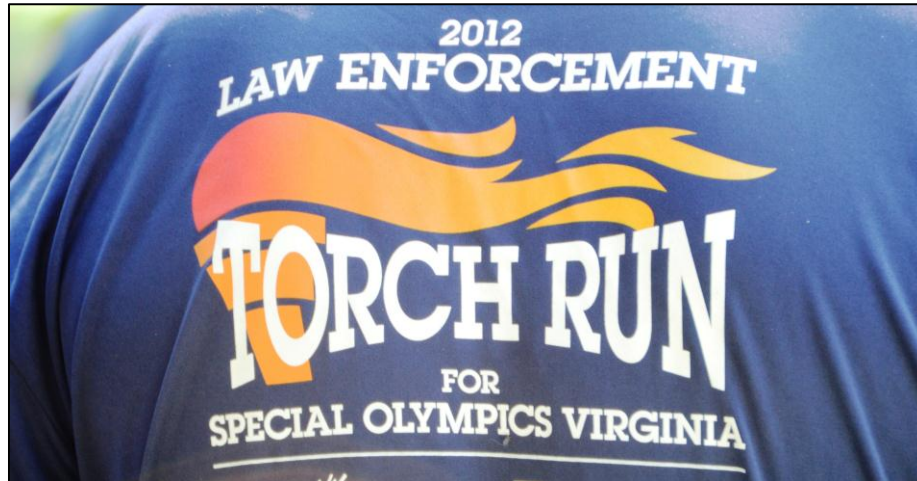


2012 Governor's Softball League, "B" Championship Winners





Annual Law Enforcement Torch Run for the Special Olympics



Martin's 10 K





Division of Capitol Police **Commonwealth of Virginia**

Law Enforcement Code of Ethics

Reprinted from the
Virginia Department of Criminal Justice Services

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice. I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whenever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution for criminals, I will enforce the law courteously and appropriately without fear or favor, malice of ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other law enforcement officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself to the highest moral and ethical standards in the performance of my chosen profession ... law enforcement.



2012 Annual Awards

EMPLOYEE-OF-THE-MONTH

October - Officer Francis M. Stevens
December - Officer Jeffrey S. Garland
January - Officer John S. Wilde
February - Sergeant Dianne M. Dowdy
March - Officer Todd D. Wood
May - Officer Elizabeth M. Compton
June - Officer Michael H. Flick
July - Officer John H. Collamore, IV
August - Lieutenant John T. McKee

RETIREMENTS

Sergeant Paul J. Bassett
Officer Larry T. Matthews
Officer Larry C. Ray
Officer James L. Robinson

POLICE OFFICER II APPOINTMENTS

Officer Michael H. Flick
Officer Laura L. Taylor
Officer Joel N. Ward

EMPLOYEE OF THE YEAR

Officer John H. Collamore, IV

MEDAL OF VALOR

Special Agent James L. Cosby

SERVICE AWARDS

Twenty-Five Years

Officer Rickie G. Dellinger
Officer Woodrow W. Dowdy, III

Twenty Years

Officer C. Lloyd Lowe

Fifteen Years

Officer D. Sean Chaulklin
Officer Starling King

Lieutenant John T. McKee
Officer George R. Taylor, Jr.

Ten Years

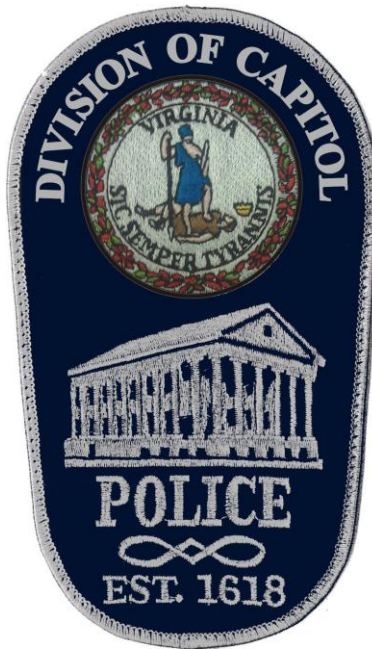
C/O Charonda M. Coles
Officer John H. Collamore, IV

C/O Valencia T. Johnson

Five Years

Mrs. Karen G. Anderson
Mrs. Gloria M. Kimball

Officer Reginald G. Reavis
Security Officer M. Jane Sparks
Officer Joel N. Ward



DIVISION OF CAPITOL
POLICE
1100 BANK STREET
SUITE 200
RICHMOND, VIRGINIA
23218
WWW.DCP.VIRGINIA.GOV